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OPB Seeks a Professional Experienced in Membership, Fundraising and/or Finance

A savvy database user with an eye for detail and good investigative skills, the Membership Giving Coordinator manages daily gift inflow, ensures that information in the database is entered promptly and accurately, and oversees reconciliation of daily deposits and uploads. The Membership Giving Coordinator will assist with the upcoming database conversion to identify opportunities for improving systems and creating efficiencies.

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